RTITB MASTER DRIVER REGISTRATION SCHEME

USER GUIDE v1.09.09

RTITB

SETTING THE STANDARD

MDRS USER GUIDE CONTENTS

WHAT IS MDRS?

MDRS (Master Driver Registration Scheme) is the database and recording system for all Master Driver for CPC Consortium periodic training.

MDRS has been developed to specifically cater for Driver CPC. Its development has benefited from RTITB's experience with the highly successful National Operators Registration Scheme (NORS), and has been produced to support compliance and best practice.

MDRS records the training data for each driver trained and provides a detailed summary of course content, date of training, venue of training, results of assessments and provides reports which allow users to manage and plan training, ensuring drivers complete the required number of hours of training within the time required by the CPC regulations.

Driver training data correctly uploaded to MDRS will be uploaded to DSA within 5 working days of receipt by RTITB.

BENEFITS OF MDRS

- Enables employers to easily verify the number of hours of periodic training undertaken to date with Master Driver Consortium Members

- Enables drivers to easily obtain replacement receipts of training in the event of loss/damage to the originals

- Supports high quality training

- Enables employers to easily obtain further detailed information about periodic training course content

- Enables employers to plan periodic training to suit their business and resource needs

- A quality product developed from current training activities and industry engagement to a national standard

- Nationally branded and quality assured

- MDRS Assessments provide feedback and ensure training objectives are met

- Course attendance uploaded to DSA regardless of result of assessments

- No development costs

MDRS EVIDENCE OF TRAINING

The details of drivers' attending a Master Driver CPC training course will be uploaded to the DSA having first being entered on to MDRS. The fee paid to DSA for the upload is £8.75 per seven hour course (£1.25 per hour) and is VAT exempt.

There is an assessment at the conclusion of each of the 45 Master Driver for CPC courses. (The assessment is not a mandatory feature of periodic training regulations)

Drivers successfully achieving the required standard will receive a Master Driver Certificate of Training. (see page 23 for an example)

Drivers that do not reach the required standard will receive a Receipt of Training (see page 24 for an example) and an assessment feedback report outlining the areas in which the driver did not demonstrate a full understanding. (see page 25 for an example)

The fee for the Master Driver certificate or receipt of training and feedback report is £6.95+VAT.

MDRS TURNAROUND TIMES

Periodic training conducted by a member of the consortium must be uploaded to MDRS within 5 working days of course completion.

The Master Driver CPC Team will then upload the data to the DSA within a further 5 working days.

The DSA has stipulated that data must be uploaded to them within 10 working days of course completion.

Master Driver Certificates or receipts of training and feedback reports will be despatched to the consortium member's designated administration address within 10 working days of receipt of the correct course information/data.

UPLOADING DATA TO MDRS (A STEP BY STEP GUIDE)

MDRS (online registration system) can be accessed via www.rtitb.co.uk/mdrs or www.mdrsandnors.co.uk

In order to access MDRS you must be a member of the Master Driver for CPC Consortium and have obtained a username and password from the Master Driver CPC team. You can contact the Master Driver CPC Team by telephone on 01952 520211 or by emailing masterdrivercpc@rtitb.co.uk. There are different levels of access provided to users of MDRS. The level of access is controlled by username and password which is issued by RTITB as authorised by the main consortium member contact. You will also need regular access to an email address as this will be used to send confirmation of upload to DSA and query emails.

A step by step guide to uploading data to MDRS can be found on pages 7-21. If after reading this you are still unsure please do not hesitate to contact the Master Driver CPC Team on 01952 520211 who will be happy to offer assistance.

1. Please open your internet browser and enter www.rtitb.co.uk/mdrs and ensure that your pop up blocker is disabled.

2. You will then see the following, please click on this to enter the log in screen

3. This screen will then appear, please enter your username and password in the relevant boxes (indicated by the arrow). The username is case sensitive so will need to be entered exactly as it appears on your username and password email from the MDRS team.

4. You will then be taken to the following screen. Please note you will only see both icons if you are a Master Driver for CPC Consortium Member and RTITB Accredited Materials Handling training provider.

To enter MDRS you need to click this icon

5. You will then see the following screen with a number of different options running along the top blue and yellow bars relating to the type of data you are uploading. For an explanation of each please see the corresponding letter over the page.
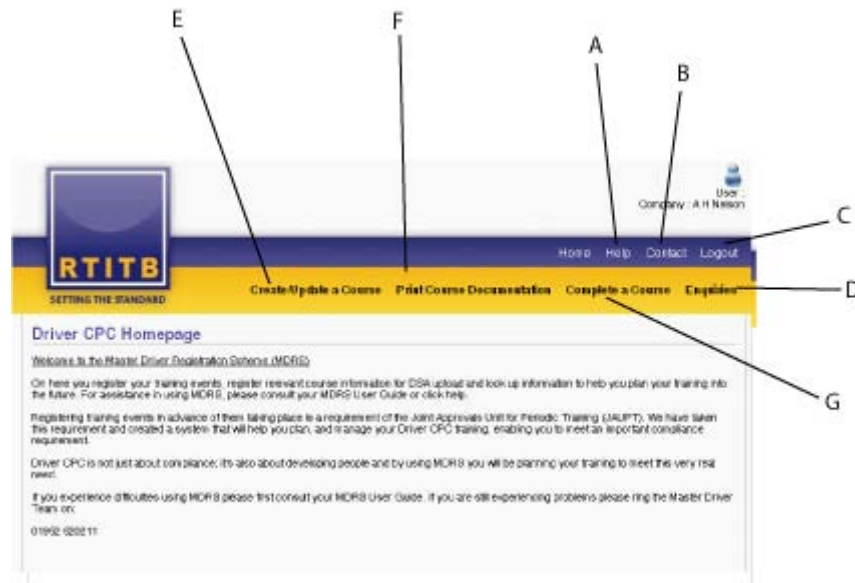
A – Help
The MDRS step by step guide to uploading data will be available here.

B – Contact
Contact details for the Master Driver Team will appear here.

C – Logout
This will end your session on MDRS

D – Enquiries
Two options will appear, as shown below.

The completed courses screen will provide a list of all courses completed by your organisation; you can then view further details by selecting a course from the list.

The driver enquiry screen enables you to search by licence number for information about the periodic training undertaken with a consortium member by an individual driver. You cannot use this search function without the full licence number.

Enter the licence number and click "search". If the driver does not have a MDRS record the result will state "no drivers found". If the driver does have a record you will be taken to a screen showing the driver's details, employer details and training details.

E – Create/Update a Course

All courses must be registered with RTITB via MDRS at least 24 hours before commencement. You use this button to pre-register a course or update course information prior to commencement. (Please note you cannot enter course results via this button)

Once you have clicked "create/update a course" you will see a screen that includes the following 3 buttons
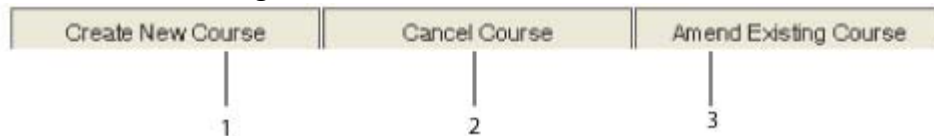
1 Create New Course

This button is used to upload data about a planned course to MDRS. When you have clicked this button you will see the following screen

E1a) The training centre field can be selected if you have an administrator password. In this case you will be able to choose the relevant depot/site conducting the periodic training.

If you only have one site or if your password is linked to one site only you will not be able to change this field.

E1b) The next field is the expected number of drivers for the course you are pre-registering. If you are unsure please enter an estimate, the maximum number of drivers per Master Driver course is 12.

E1c) Adding the employer details is optional at this stage. If you are carrying out training for a number of employers on one course you will need to enter the employer details when entering the course results (after course completion). However, if you are carrying out training for a specific employer and you have their full name and address you can click the employer search button to enter their details now. When you have clicked "employer search" the following screen will appear

You will then need to enter at least the first two letters of the employer name and at least the first 3 characters of the postcode e.g. TF7, then click search. If the employer you are looking for has an existing record on the database the following screen will appear

You then select the correct employer by clicking on the green tick on the right.

If the employer you are searching for does not have an entry on the database the following will appear "No results, please try again or click 'Add". You can then add your employer to the database by clicking the "Add" button. The screen below will then appear for you to complete. When you have filled in all the details click "ok". (Tip – you can save time by entering the postcode and clicking "look up" and then choosing the relevant address from the list)
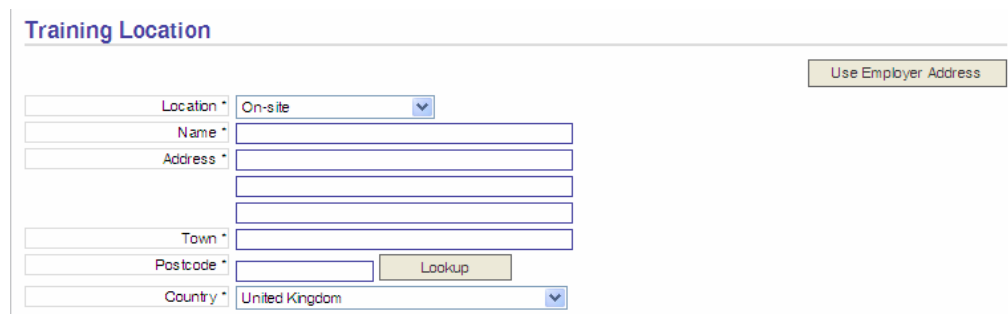
E1d) The next step is to enter the training location. There are two options in the drop down list.
-In Centre (periodic training being carried out on your own premises)
-Off Site (periodic training being carried out at customer premises or other location e.g hired function room)

If you select In Centre MDRS will input your centre address automatically (Tip - the screen will go blank for a short time, this is normal)

If you select Off Site you then have the choice of entering the address manually (Tip – you can save time by entering the postcode and clicking "look up" and then choosing the relevant address from the list)
or if you are going to the employer's address entered in step E1c click the "use employer address" on the right of the screen which will then insert the employer's address entered above.

E1e) You then select the title of the course you are pre-registering from the drop down list. Please ensure you select the correct course title. If you are unsure you can click the "view course combination matrix" on the right of the screen which provides a breakdown of each course title and the modules used to make up the course. (Tip - you will need flash player installed to view the combination matrix, this can be downloaded free at http://get.adobe.com/flashplayer. If the screen does not load and you have flash player, right click on the blank area and click play)

When you have selected the course from the drop down list the page will refresh and go blank for a short time, this is normal. When the page has refreshed you will see a short description of the course content. (Tip – use this to help you check you have selected the correct course)

E1f) Enter the start date of the course. (Tip - This can be entered without the formatting. For example 100909, the system will format the date automatically to 10/09/2009)

E1g) Enter the start time (Tip – This is in 24 hour clock, you do not need to enter the formatting. For example 700, the system will format the time automatically to 07:00)

E1h) Enter the end date of the course; please make sure you adhere to the course duration and start/end time requirements if splitting the course into 3.5hr parts. (Tip - This can be entered without the formatting. For example 100909, the system will format the date automatically to 10/09/2009)

E1i) Enter the end time; please make sure you adhere to the course duration and start/end time requirements if splitting the course into 3.5hr parts. (Tip – This is in 24 hour clock, you do not need to enter the formatting. For example 2300, the system will format the time automatically to 23:00)

E1j) Enter the duration in hours. (Tip – please only enter the number. If you enter 7hrs the system will not recognise the entry)

E1k) Select the instructor(s) from the drop down box(es). (Tip – you need to ensure the instructor(s) you select are eligible to deliver the course combination you selected in step E1e)

E1l) You then have a choice of two options, add driver(s) or submit the course to RTITB

Add Driver(s)	Submit

Adding Drivers
You do not have to enter the driver details at this stage. You can do this after course conclusion before entering the results.

If you do wish to add the drivers at this stage (and they have not conducted periodic training with a consortium member before) you will need their full driving licence number, full name, address, date of birth and full employer name and address. You add new drivers to MDRS by clicking the New Driver button. If they have an existing record on MDRS you will only need the surname and postcode of the driver to add them to the course and they can be found by entering their surname and postcode or full driving licence and clicking Search.

Add a Driver to the Course

No drivers could be found. Please try again or create a new driver record.

Driving Licence No.	
	Or
Surname	test
Postcode	te1

Back	Search	New Driver

Submitting the course

When you click submit, before or after adding drivers, the following will appear
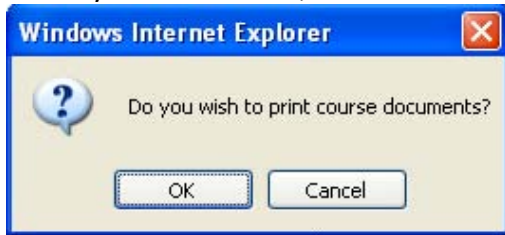
If you wish to print any of the documents below you will need to click OK;
You will then be taken to the screen below where you can print the required documentation by clicking on the link and pressing print when the print dialogue box appears.

Course Details

Course ID	13
Start Date	11/09/2009
Training Centre	A H Nelson (926)
Duration (Hours)	7
Status	Incomplete

Course Documents

- Blank Registration Forms
- Feedback Questionnaire

Driver CPC Documents

- MDRS Users Guide
- A Guide to Consortium Membership
- Maintaining Instructor List

Driver CPC Assessment Papers

- Module 1A Assessment Questions
- Module 1A Assessment Answers
- Module 1B Assessment Questions
- Module 1B Assessment Answers
- Module 2A Assessment Questions
- Module 2A Assessment Answers
- Module 2B Assessment Questions
- Module 2B Assessment Answers
- Module 3A Assessment Questions
- Module 3A Assessment Answers
- Module 3B Assessment Questions
- Module 3B Assessment Answers
- Module 3B Practical Assessment Questions
- Module 4A Assessment Questions
- Module 4A Assessment Answers
- Module 4B Assessment Questions
- Module 4B Assessment Answers
- Module 5A Assessment Questions
- Module 5A Assessment Answers
- Module 5B Assessment Questions
- Module 5B Assessment Answers

If you do not wish to print documentation at this time click cancel. (Tip - You are able to go back in and print course documentation at any time from MDRS)

2 Cancel Course

This button is used to cancel a pre-registered course that is no longer running. (Tip – if you are looking to cancel the course on the start date or later it will not appear on this screen, you will need to go to the complete a course button – G)

To cancel a course, highlight the course you wish to cancel by clicking on it. It will then turn yellow. Click "cancel course".

		Create New Course		Cancel Course		Amend Existing Course

Course ID	Start Date	Training Centre	Duration (hrs)	Entry User	Status
14	13/09/2009	A H Nelson (926)	8		Incomplete

You will then be asked if you are sure you want to cancel the course click "ok" and the course will then be cancelled and removed from the table. (Tip – please ensure you cancel the correct course as once cancelled they cannot be reinstated. If you do cancel the incorrect course you will need to re-enter all the information)

3 Amend Existing Course

This button is used to amend the details of a pre-registered course, for example if you wish to add drivers or change the start/end times. (Tip – you can only amend course information prior to the start date. If you need to make amendments after this date you will need to make them when entering the course results)

To amend a course, highlight the course you wish to amend by clicking on it. It will then turn yellow. Once the course you wish to amend is selected click "amend existing course". Once clicked you will be taken to the course information where you are able to make any necessary amendments before pressing the "submit" button to confirm the updated information to RTITB.

F – Print Course Documentation

This button can be used to access the screen on the following page at any time.

Prior to viewing the screen overleaf you will need to select a course to print documentation for. This is done in exactly the same way as cancelling/amending a course.

When you have accessed the screen overleaf the instructions for printing are the same as detailed in E1l previously.

Course Details

Course ID	13
Start Date	11/09/2009
Training Centre	A H Nelson (926)
Duration (Hours)	7
Status	Incomplete

Course Documents

- Blank Registration Forms
- Feedback Questionnaire

Driver CPC Documents

- MDRS Users Guide
- A Guide to Consortium Membership
- Maintaining Instructor List

Driver CPC Assessment Papers

- Module 1A Assessment Questions
- Module 1A Assessment Answers
- Module 1B Assessment Questions
- Module 1B Assessment Answers
- Module 2A Assessment Questions
- Module 2A Assessment Answers
- Module 2B Assessment Questions
- Module 2B Assessment Answers
- Module 3A Assessment Questions
- Module 3A Assessment Answers
- Module 3B Assessment Questions
- Module 3B Assessment Answers
- Module 3B Practical Assessment Questions
- Module 4A Assessment Questions
- Module 4A Assessment Answers
- Module 4B Assessment Questions
- Module 4B Assessment Answers
- Module 5A Assessment Questions
- Module 5A Assessment Answers
- Module 5B Assessment Questions
- Module 5B Assessment Answers

G – Complete A Course

When you have clicked the "complete a course" button you will see a screen with the following options
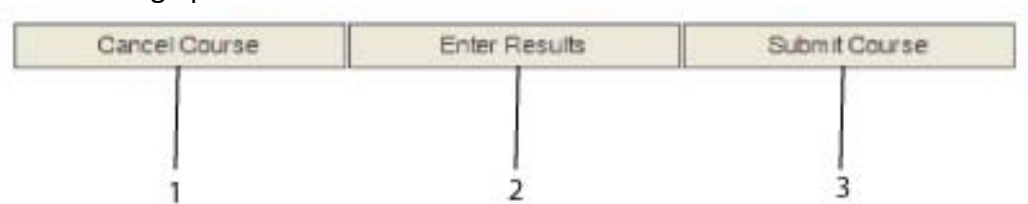
1 Cancel Course

To cancel a course follow the instructions at the top of page 16.

2 Enter Results

This button is used to enter the results of a course ran by the consortium member.

The first step is to choose the course from the table that you wish to enter results for. You select the course required by clicking on it. It will then turn yellow. You then need to click "Enter Results" This will take you through to the screen below.

17

Course Details

Course ID	15
Training Centre *	A H Nelson (926)
Expected No. of Drivers *	1
Status	Incomplete

Employer Details

Employer Search

Training Location

Location *	In Centre
Name *	A H Nelson
Address *	DUMMY CENTRE
Town *	TEST PLACE
Postcode *	SY1 1DX
Country *	United Kingdom

Course

View Course Combination Matrix

Course *	Health & Safety and Personal Wellbeing in Transport (CR)
Description	Health & safety policies; understanding of risks & other hazards Types of accidents in the workplace; requirement for reporting accidents; safety & mobile phones What to do at the scene of a traffic collision; principles of accident reporting Manual handling; correct body movements & posture Importance of physical fitness; balanced eating; effects of alcohol and drugs; effects of fatigue and stress Slips, trips and falls; Personal protective equipment & the importance of correct use
Start Date *	
Start Time *	
End Date *	
End Time *	
Duration (Hours) *	
Instructor 1 *	
Instructor 2	
Instructor 3	

Please amend any of the details above if necessary or click 'Confirm' to continue.

Back   Confirm

G2a) Course Id – this field cannot be edited, however the course ID should be noted for your records as you may be asked to produce information about a certain course at monitoring.

G2b) Training Centre – this field cannot be edited at this stage

G2c) Expected No. of Drivers – You will need to enter the <u>actual</u> number of drivers who attended the course in this field

G2d) Employer Details – If you entered employer details at the pre-registration stage these will appear here. Please check they are accurate and make any amendments as necessary.

G2e) Training Location – Please check these details are accurate and make any amendments as necessary.

G2f) Course – Please check the correct course appears, if necessary this can be amended. (Tip – if you amend the course the screen will refresh and go blank for a short time, this is normal)

G2g) Start date – Enter the start date of the course. (Tip - This can be entered without the formatting. For example 100909, the system will format the date automatically to 10/09/2009)

G2h) Enter the start time (Tip – This is in 24 hour clock, you do not need to enter the formatting. For example 700, the system will format the time automatically to 07:00)

G2i) End Date - Enter the end date of the course. (Tip - This can be entered without the formatting. For example 100909, the system will format the date automatically to 10/09/2009)

G2l) End time - (Tip – This is in 24 hour clock, you do not need to enter the formatting. For example 700, the system will format the time automatically to 07:00)

G2m) Enter the duration in hours. (Tip – please only enter the number. If you enter 7hrs the system will not recognise the entry)

G2n) Select the instructor(s) from the drop down box(es). (Tip – you need to ensure the instructor(s) you select is the instructor(s) who conducted the course)

When you have done the above and you are sure the information is accurate click "confirm". If you entered driver details at the pre-registration stage you will be taken to the screen below.

You then have the option of entering the drivers results or removing the driver from the course (for example if they did not arrive for the course).

If you did not enter driver details at the pre-registration stage you will be taken to a screen entitled "Add a driver to the course"

You then search for an existing MDRS record for each driver(s) by entering their full UK driving licence number. If a record exists their details will appear in the table and you can then enter the record by clicking on the entry. If a record does not exist a further grey box will appear next to the search (as shown above) entitled New Driver. When this has been clicked you will then be taken through to the driver details screen and will need to complete and confirm their personal information and employer details.

If you added drivers at the pre-registration stage or if you add a driver now you will see the following screen to record their results on when the above steps have been completed;

G2o) ID Check – Refer to the hard copy course registration form and see which type of ID was seen by the instructor, you then click in the circle relating to the ID produced by the driver.

G2p) Not Taken – If the driver did not sit the assessment for any reason you will need to click in the "not taken" box. The 4 fields appearing above course feedback will then disappear. (please now go to step G2u) Ignore this field if the driver did undertake the course assessment.

G2q) Score – enter the number of questions the driver answered correctly

G2r) Paper No – enter the paper number sat by the driver e.g. 1
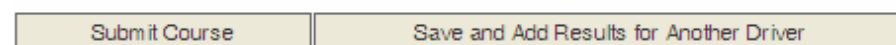
G2s) 1st Module assessment results (Module 4a in example) - tick the boxes corresponding to the questions answered <u>correctly</u> by the driver. (Tip – you can click Tick All and then simply untick the questions answered incorrectly to save time)

G2t) 2nd Module assessment results (Module 4b in example) - tick the boxes corresponding to the questions answered <u>correctly</u> by the driver. (Tip – you can click Tick All and then simply untick the questions answered incorrectly to save time)

G2u) Course Feedback – locate the hard copy Driver Feedback Form. At the bottom of this form should be the total marks out of 55. Copy the number from this form to the field on the screen.

G2v) Data Protection Confirmation – please click in the box on the left to confirm that the driver has given their permission for their details to be added to MDRS.

G2w) You then need to click one of the boxes below;

Submit Course	Save and Add Results for Another Driver

Submit course will take you through to the payment screen whilst save and add results for another driver allows you to add further driver results.

Please ensure you have entered all drivers before submitting the course and that you have your card details to hand.

When payment has been made and submitted you will receive a confirmation email from masterdrivercpc@rtitb.co.uk. You will then receive a further confirmation email when the course information has been uploaded to the DSA.

If you are unsure about any of the above please do not hesitate to contact the Master Driver Team on 01952 520211.

THE QUERY PROCESS

If you submit course results to RTITB and there is a query on the information provided you will be contacted by email within 24 hours, Monday – Friday excluding public holidays.

You will need to respond (by email/phone/fax) to the Master Driver Team within 24 hours to ensure the course data can be uploaded to DSA within their stipulated time frame.

All query emails will be sent to your designated administration email address as provided on the Master Driver for CPC Membership Information Form and will be sent from masterdrivercpc@rtitb.co.uk.

IMPORTANT
Failure to respond within the time frame may result in the periodic training being invalid due to DSA upload time stipulations.

CERTIFICATE OF TRAINING

This is to certify that

Andrew Sample

Driver Licence no: SAMPL705033CJ8GH
has attended and passed the following course

Digital Tachographs, Personal Wellbeing, Health & Safety in Transport

Course approval number: **CRS082/223**
Hours of training: **7**

Completed On:
10 September 2009

Provided By:
Top Notch Training Limited

A member of the RTITB Master driver for CPC Consortium
Jaupt approved consortium (AC00223)

Alex Nelson
Managing Director
RTITB Limited

Mike Williams
Chairman
RTITB Limited

To verify this certificate or for further information
please telephone 01952 520211 or email
masterdrivercpc@rtitb.co.uk

Registered in England Number: 3671395.
VAT Registration Number: 557 016153
RTITB Limited, Access House, Halesfield 17, Telford, TF7 4PW
masterdrivercpc@rtitb.co.uk

RECORD OF ATTENDANCE

This document confirms that

Andrew Sample

Driver Licence no: SAMPL705033CJ8GH
attended the following course

Digital Tachographs, Personal Wellbeing, Health & Safety in Transport

Course approval number: **CRS082/223**
Hours of training: **7**

Completed On:
10 September 2009

Provided by
Top Notch Training Limited

A member of the RTITB Master Driver for CPC Consortium
JAUPT Approved Consortium (AC00223)

Alex Nelson
Managing Director
RTITB Limited

Mike Williams
Chairman
RTITB Limited

To verify this record of attendance or for further information
please telephone 01952 520211 or email
masterdrivercpc@rtitb.co.uk

Registered in England Number: 3671395.
VAT Registration Number: 557 016153
RTITB Limited, Access House, Halesfield 17, Telford, TF7 4PW
masterdrivercpc@rtitb.co.uk

EXAMPLE ASSESSMENT FEEDBACK REPORT

RTITB Master Driver for CPC Consortium
AC00223

A H Nelson

Master Driver For CPC Associated Knowledge Assessment Feedback Report

Driver's Name	Alexander
Driver Licence No.	NELSO505035AH9TE
Course Title	Practical Safe, Eco Driving and Health & Safety in Transport
Date of Assessment	9 September 2009
Assessment Result (Pass Mark 80%)	5000%

During the above assessment the driver did not demonstrate a complete understanding of questions related to the areas listed below:

- Conform with safe driving procedures

- Issues relating to health & safety policies, awareness of risks, risk assessment, working with moving equipment and other hazards

- The different types of accidents in the workplace, the legal requirement for reporting accidents and the dangers associated with the use of mobile phones

- What appropriately trained persons should do at the scene of a road traffic collision; basic principles of accident report writing

ADDING/REMOVING INSTRUCTORS TO/FROM YOUR MEMBERSHIP

Master Driver Registration Scheme
INSTRUCTOR INFORMATION UPDATE FORM

Please complete in BLOCK CAPITALS

Consortium Member Name	
RTITB Consortium Member Reference No.	
Name of Person Completing Form	
Position within Organisation	
Contact Number	
Contact Email Address	

Please **add** the following RTITB Registered Instructors to our Master Driver CPC Consortium Membership as of the date shown below: (Please note all instructors must be registered with RTITB as an instructor AND have attended Module Delivery Training in order to be added to your membership)

Instructor Name	Instructor's RTITB Registration Number	Date commenced representing your organisation

Please **remove** the following RTITB Registered Instructors from our Master Driver CPC Consortium Membership as of the date shown below: (please note the date shown below cannot be <u>before</u> the instructor stopped providing training on your behalf)

Instructor Name	Instructor's RTITB Registration Number	Date ceased representing your organisation

Upon completion of the above please return this form to the Master Driver CPC Team via one of the following methods (please keep a copy for your records);

Email: masterdrivercpc@rtitb.co.uk

Fax: +44 (0)1952 520201

Post: Master Driver CPC Team, Access House, Halesfield 17, Telford, TF7 4PW

MDRS

REPLACEMENT CERTIFICATE/RECEIPT OF TRAINING REQUEST FORM

COMPLETE AND RETURN TO:
RTITB LIMITED
ACCESS HOUSE
HALESFIELD 17
TELFORD
TF7 4PW

COMPLETE AND RETURN TO:
masterdrivercpc@rtitb.co.uk
Fax: 01952 520201

RECEIPT OF TRAINING/CERTIFICATE REQUEST FORM

PLEASE COMPLETE IN BLOCK CAPITALS

I WOULD LIKE TO REQUEST THE FOLLOWING; (Please X your selection)	RECEIPT OF TRAINING £6.95 + VAT		CERTIFI CATE OF TRAINING £6.95 + VAT

FULL NAME	
ADDRESS	
POSTCODE	
DRIVING LICENCE NUMBER	

COURSE TITLE (S)		

Address to send Receipt/Certificate to: (only complete if different to above)

_____

_____

Address to send payment confirmation to: (only complete if different to above)

_____

_____

I ENCLOSE
☐ PAYMENT AS DETAILED BELOW (Applications must include a valid form of payment)

PAYMENT INFORMATION

☐ I ENCLOSE A CHEQUE MADE PAYABLE TO RTITB LIMITED

☐ I ENCLOSE A POSTAL ORDER MADE PAYABLE TO RTITB LIMITED

☐ I WISH TO PAY BY CREDIT/DEBIT CARD (PLEASE COMPLETE DETAILS BELOW OR WRITE A CONTACT TELEPHONE NUMBER FOR US TO CONTACT YOU ON TO TAKE PAYMENT UPON RECEIPT OF THE APPLICATION)

CARD TYPE (WE DO NOT ACCEPT AMEX)	
CARD NUMBER	
EXPIRY DATE	
SECURITY CODE	

COMPLETE AND RETURN TO:
RTITB LIMITED
ACCESS HOUSE
HALESFIELD 17
TELFORD
TF7 4PW

COMPLETE AND RETURN TO:
masterdrivercpc@rtitb.co.uk
Fax: 01952 520201

MDRS & DRIVER CPC PERIODIC TRAINING REQUIREMENTS

Driver & Course Requirements

The course combination matrix (found on the Master Driver for CPC Modular Course DVD) illustrates the wide range of "course options" available to employers and drivers. The flexibility provided by the course options will allow both driver and organisational need to be met whilst maximising training opportunities.

JAUPT approved training must be delivered in one of the following ways;
- *One 35 hour (5 Day) block*
- *7 hour (1 Day) blocks*
- *Multiples of 7 hour blocks i.e. 14 hours (2 Days) 21 hours (3 days)*
- *3.5 hours sessions, provided that the second 3.5 hour session commences within 24 hours of the first 3.5hr session finishing (thus enabling training to be better suited to operational needs and allowing evening training to be undertaken etc)*

Where courses are delivered in blocks of seven hours i.e. 14, 21, 28 or 35 the full course must be delivered within the approval year and drivers must complete the full course for any of the hours to count towards periodic training. E.g. if a driver completes only 28 hours of a 35 hour course, except in exceptional circumstances and at the discretion of JAUPT, none of the hours will count. In order to minimise the potential of this JAUPT ruling Master Driver courses are organised as 7 hour stand alone courses which can be delivered on consecutive 7 hour days, so that if a driver is taken ill or called away from a course as a result of unavoidable operational need each 7 hour day previously completed is counted towards the driver periodic training hours requirement.

All courses must be registered with RTITB via MDRS at least 24 hours before commencing.

Driver's licences and identity must always be checked at course commencement. Driver's must produce one of the following;
- Old style paper licence AND current valid passport
- Photocard licence AND paper counterpart

Driver's cannot attend/complete the course unless this is seen by the instructor. This is a JAUPT requirement. Note: Drivers must complete the full course for the hours to count towards periodic training.

MDRS & DRIVER CPC PERIODIC TRAINING REQUIREMENTS

Instructor Requirements

In order to deliver Master Driver for CPC periodic training on behalf of a consortium member the instructor must meet the following requirements;

- Be registered with RTITB as one of the following; LGV Driving Instructor, LGV Driving Assessor, Industrial & Commercial Instructor, Fork Lift Instructor
- Be recorded as working for the consortium member on the RTITB database (see page 26 for adding/deleting instructors from your membership)
- Have attended the appropriate 1 day Module Delivery Training course with RTITB
- Have provided RTITB with a copy of both parts of their licence (whether they hold LGV entitlements or not, if they do not have a licence this must be verified to RTITB in writing)

Please see the Master Driver for CPC Consortium Code of Practice for more detailed information. It is important you read the requirements to ensure your periodic training data can be uploaded to DSA.

DATA PROTECTION & MDRS - GUIDANCE & INFORMATION

RTITB is registered under the Data Protection Act 1998, registration number Z4923730. The register entry describes, in general terms, the data being processed by RTITB Limited. It contains four purposes; staff administration; advertising; marketing and public relations; accounts and records and licensing and registration. The latter purpose description includes the administration of licensing or maintenance of official registers. The data classes are education and training.

A potential issue arises if a consortium member registers an individual trainee online without getting the explicit consent of the data subject (trainee/operator).

As a training provider it is probable that you have your own data protection registration and systems to deal with the situation previously described. However on pages 31-32 is a data consent register. Should you not have an existing 'form' to record the consent of drivers to MDRS data collection then this form can be used.

DATA PROTECTION & MDRS - GUIDANCE & INFORMATION

MDRS Data Consent

Introduction

The handling of personal data has to comply with legal requirements covering such things as the way in which this information is acquired, how it is processed and the extent to which it is disclosed or transferred to others.

Your explicit consent is required to the gathering of your personal data. RTITB does not transfer information to countries outside the European Economic Area, nor will we provide your information to third parties for marketing purposes. RTITB requires confirmation of consent from individuals who have been trained by Master Driver consortium members, in respect of personal information being placed on MDRS.

MDRS is a centralised registration and certification system for Driver CPC periodic training Your consent is required for the consortium member to gather data about you. Please note that the MDRS database is not open to viewing by the public, only to those consortium members that have been provided with the necessary user name and security password. Personal and training details are forwarded to RTITB for entry to the database by consortium members via the RTITB web based online registration system. Only those consortium members that have trained you and RTITB have the capability of viewing the personal information you consent to provide.

Important please read carefully

Before signing the consent register below please take the time to read the list of details which will be provided to RTITB on your behalf. If you object to any of the details being provided to RTITB please discuss this with the consortium member. Not all of the details are mandatory only those marked with an asterix. If you do not wish to provide the mandatory information it will not be possible for RTITB to enter your name to the MDRS database or for you to participate in Master Driver for CPC periodic training.

Confirmation of Consent

I agree to having the details listed below entered on the MDRS database, unless I subsequently withdraw my consent in writing to RTITB. I agree to my details being disclosed to present or prospective employers, for legal reasons and to enable RTITB to remind me when my driver cpc is due for completion. I understand the data I have agreed to provide will be used in accordance with the relevant legislation, including the Data Protection Act 1998.

Title
*Full Name
*Address
Telephone Number:
Email Address
*Date of Birth
*Driving Licence Number
*Course Title
*Location of Course
*Start and End Date of Course
*Duration of Training
*Assessment Result

DATA PROTECTION & MDRS - GUIDANCE & INFORMATION

Consent Register

Name (Please print)	Signature	Date

USEFUL WEBSITES

Useful documents
Master Driver CPC Modular Training DVD user guide
Master Driver CPC Course Delivery guide
Master Driver for CPC Consortium Code of Practice
JAUPT Guide to Periodic Training
JAUPT Guide for Consortia

Useful Web sites
www.drivercpc.org
www.skillsforlogistics.org/index/training/driver-cpc
www.businesslink.gov.uk/cpc/

Please note this is not an exhaustive list.